

PAPERWORK REQUIRED FOR THE FOLLOWING TRANSACTION:

ALTERATION OF PREMISES

(ALTER DEFINED- Any Increase or Decrease in the Size or Change in Character of the License Premises or Changes in the Entrance and Exit locations).

- A. Vote of the Board of Directors (All managers must be a United States Citizen and be at least 21 years of Age.)
- B. Tax Affidavit, All State and Local Taxes must be paid.
- C. Must be advertised ten (10) days prior to meeting, this office will place the Legal Notice. The Applicant is responsible for reimbursing this office.
- D. Must notify ALL abutters by Certified Mail Return Receipt Request, a copy of the actual letter sent and the original green cards must be given to this office prior to meeting.
- E. Churches, Synagogues, Hospitals and Schools located within 500 feet of the premise must be notified by Certified Mail Return Receipt Request, a copy of actual letter sent and green cards must be given to this office prior to meeting.
- F. A copy of Blue Prints or a Hand Drawn floor plan (if drawn must be legible, accurate and to scale).
- G. A copy of the Certificate of Inspection.
- H. A copy of the Lease.
- I. Documents verifying ALL sources of Financing, (i.e. Loan Papers, Checking Accounts, Bank Accounts, Stock Sales, etc).
- J. Application MUST be filed in Duplicate.
- K. A \$ 200.00 Filing Fee in a Check or Money Order made payable to the A.B.C.C.
- L. A \$200.00 Filing Fee in a Check or Money Order made payable to the City of Chicopee.
- M. A \$75.00 Filing Fee in a Check or Money Order made payable to the City of Chicopee Planning Board.
- N. Approval of any structural changes must be made by the Building Department and the Health Department.